RICE

Special Events Information Sheet

Name of Organization:_____

Address:_____

Dates of the Event:_____ **Starting Time:**_____ **Ending Time :**_____

Nature of Event:_____

_____

Estimated Attendance:_____

Name of Service Providers

Security:_____

Parking Services: _____

Automobile Insurance: YES NO

For Agent Use Only:

Estimated TULIP Premium GCL: $ _____ **BA: $** _____

Required Insurance for Licensees of Rice Facilities

Licensees will maintain and provide evidence of the following insurance:

- Automobile
  Insures all owned, hired, and non-owned vehicles.

Bodily Injury and Property Damage Each Accident	$1,000,000

- Commercial General Liability

General Aggregate	$1,000,000
Products/Completed Operations	$1,000,000
Each Occurrence	$1,000,000
Personal and Advertising Injury	$1,000,000
Fire Damage Liability	$ 50,000
Medical Expense	$ 5,000

If the group is unable to provide a certificate of insurance the university can provide insurance coverage at a cost of $225 - $247 per event, (rate is based on number of attending guests). The special events information sheet on the backside needs to be completed and sent to the Student Center Reservationist for groups in need of insurance coverage.

The insurance policies shall bear endorsements waiving rights of subrogation against William Marsh Rice University, and the Commercial General liability and Automobile insurance policies shall bear endorsements naming William Marsh Rice University as an Additional Insured.